2.6.7 Adding Alternative Locations, Applying to a Location Schedule

In addition to defining a default location, you can also define alternative locations, each with their own location status settings (date/time schedules and device priorities). This allows you to specify the devices / priorities that should be used when the recipient is at various locations (at home, at work, etc.).

These alternative locations can be used simultaneously within a location schedule. This schedule combines all of the alternative locations defined for a user into a single schedule. The Intelligent Notification system can then utilize this schedule to determine recipient device priorities, based on the time of day at which a notification is launched. Do this by performing the following tasks:

- Using the Add Location Status function, create alternative locations (Home, Work, Mobile, etc.) for the user. Populate each alternative location with the specific location status (home phone, cell phone, page, etc.) being used.
- Specify the time and dates to which the alternative location applies (i.e., the specific schedule in which the specified devices are being used).
- (Optional) Apply the desired alternative locations to a location schedule that is adhered to on a 24/7 basis by the user.
- Using the Change Your Location Status function, specify if the default location schedule or specific alternative location is currently in use by the recipient.

If you wish to define alternative locations with overlapping time schedules, don’t select the Use Locations Schedules check box under the Default Location or else you will receive a Scheduling Conflict error message.

To add an alternative location and apply it to a location schedule, do the following:

1. Access the Locations tab in the Edit User page for the desired user (refer to Steps #1 and #2 in the previous section). In the Locations tab, click the Add Location link.

![Figure 2-37. Edit User Locations Tab – Add Location](image-url)
2. The Add Location Status page displays each of the devices that were previously defined for the user in the Add New User page. Enter the name of the user location being defined (for example, At Work) into the Location Name field (Figure 2-38).

3. To activate a device for use in the user location being defined (for example, Work Email), select the check box to the left of the desired device. To deactivate a specific device (for example, Home Email), clear the check box. This prevents inadvertent transmission of notifications to devices that are not being used by a recipient.

![Figure 2-38. Add Location Status Page](image-url)
4. To apply the user location to the location schedule, select the **Apply to Location Schedule** check box. The following page is displayed:

![Add Location Status Page - Date/Time Schedule](image)

Figure 2-39. Add Location Status Page – Date/Time Schedule.

5. In the **Day(s)** field, select the days of the week for which this user location applies. For example, select **Mon > Fri** for a work schedule, or **Sat & Sun** for a weekend schedule.
6. In the **From** and **To** fields, enter the beginning and ending times for the schedule. For each time, select **am** or **pm** from the drop-down list to the right of the time field.

   - For example, enter **8:00 am** as the beginning time, and **5:00 pm** as the ending time for a workday.
   - Selecting the **All Day** check box allows you to designate if the schedule applies for an entire day for the dates selected in **Day(s)** field. This eliminates the need to enter beginning and ending times.
   - The Intelligent Notification system displays error messages in the event that times or dates are entered that conflict with times/dates on another user location that has been previously defined for the user. For example, if you have defined a work user location with an ending time of **6:00 p.m.** for the each day of the workweek, error messages will display if you attempt to add a mobile user location with a beginning time of **5:00 p.m.** for the same days.

7. (Optional) Select the **Date Range** check box if the user location is being defined for a specific date range. For example, you can define a vacation status for the user by selecting this check box and entering the beginning and ending dates into the **From** and **To** fields to the right of the **Date Range** check box.

8. Click ☘️ as needed to view a Calendar page that allows selection of specific dates. Click ☐️ as needed to delete an unwanted time/date duration period.

9. When finished defining the default location record, click **Save** to save the setting(s) and return to the **Locations** tab in the Edit User page. This tab displays each of the location profiles that have been defined for the user.

   ![Figure 2-40. Edit User Locations Tab – Add Location](image)

**Note:** To view the completed **Locations Schedules** grid once all locations have been defined, click the **Change Location** link (as shown in Figure 2-41).